

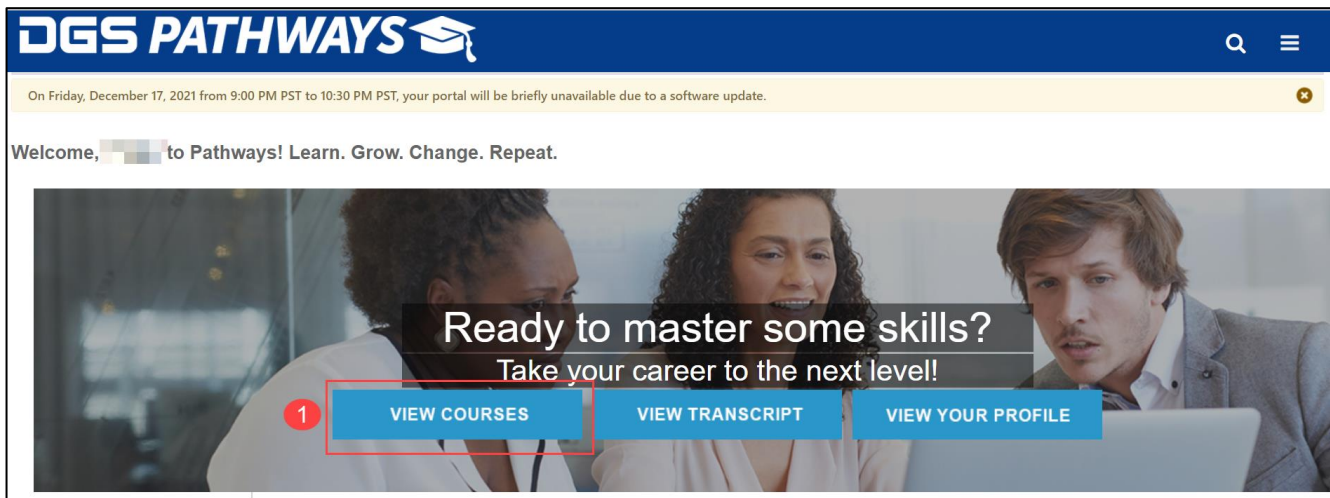
## Register for a session

Let's sign up for a class! When you want to register for a course, you can look through the catalog, filter by varied means, or if you know the name of your class, you can type it in the Learning Search box. When you register for a training event, or course, you will receive an email confirmation and the course will display its status on your Welcome Page.

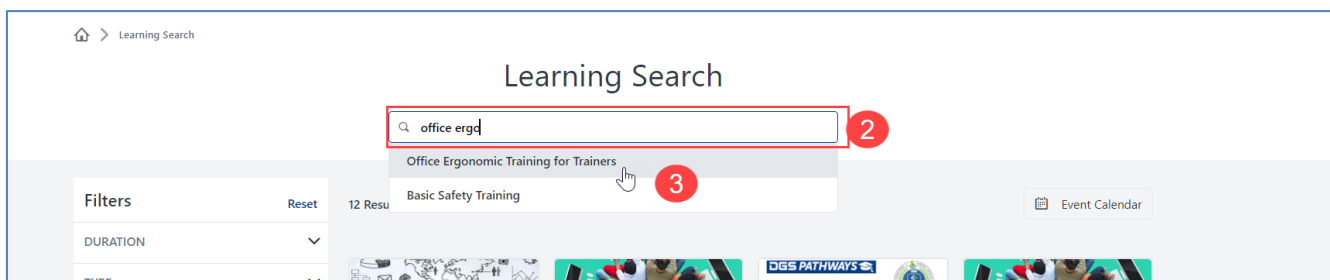
To start, log into Pathways by copying and pasting the link: <https://learning-dgs.csod.com/client/learning-dgs/orim.aspx>.

Step	Direction
1	Once logged in, on the Welcome Page/Homepage, click <b>View Courses</b> . You will be directed to the Course Catalog.
2	Type in the <b>name of your class</b> in the <i>Learning Search</i> bar. (Example: search for Office Ergonomics Training for Trainers)
3	<b>Select the name of the course</b> as it auto-populates. The <i>Event Details</i> page will display.

## Welcome Page/Homepage



## Course Catalog



Step	Direction
A	Session details are listed in the screen.
4	Click the <b>drop-down arrow</b> next to <i>View Details</i> .
5	Select <b>Request</b> .
6	After selecting Request, you will be registered for the class. <i>Registered</i> will appear under <i>View Details</i> .

## Event Details Page

The class is a two-day program with the first day focusing on learning the technical aspects of ergonomics and the second day providing a more hands-on approach for performing workstation evaluations. Participants will gain a practical working knowledge of applying ergonomics.

At the end of the training, participants will be able to:

- Perform basic ergonomic evaluations
- Provide employee training on ergonomics principles
- Identify risk factors related to repetitive motion injuries
- Determine practical control strategies
- Understand OSHA requirements

[Show More](#)

**EVENT**

Office Ergonomic Training for Trainers

[Select a Session](#) ▼

**Upcoming Sessions**

Date (Ascending) ▼

**1 Session**

**5**

Request

Save for Later

**4**

**View Details** ▼

28 seats available

**A**

**JAN 18**

**Session Details**

Tue, Jan 18, 2022, 9:00 AM - Wed, Jan 19, 2022, 4:00 PM PST

**Register by Tue, Jan 18, 2022, 9:00 AM PST**

DGS ORIM

English (US)


**View Details** ▼

**Registered** **6**

Step	Direction
7	<p>You will receive a confirmation email/meeting request. Click Accept and the class will be added to your Outlook Calendar.</p> <p>You are registered for the class.</p>

## Confirmation Email – Accept the Meeting Invite to Add to Your Outlook Calendar

*You are now Registered for Office Ergonomic Training for Trainers*


noreplyPathways@dgs.ca.gov

7
✓ Accept
? Tentative
✗ Decline
...

Wed 12/22/2021 10:10 AM

The organizer has not requested a response for this meeting.

Tuesday, January 18, 2022 9:00 AM-4:00 PM DGS ORIM

Dear [REDACTED],

Let the learning begin!! You are now registered to attend Office Ergonomic Training for Trainers. Please take note of the session schedule below:

**Office Ergonomics Training for Trainers**  
To give participants a firm technical background in the area of ergonomics.

**Date:** 1/18/2022 9:00 AM  
**Time:** 9:00 AM - 4:00 PM PST  
**Location:** DGS ORIM  
**Address:** CA  
**Room:**

To give participants a firm technical background in the area of ergonomics.

**Date:** 1/19/2022 9:00 AM  
**Time:** 9:00 AM - 4:00 PM PST  
**Location:** DGS ORIM  
**Address:** CA  
**Room:**

**NOTES:**

- \* For an in-person training, please arrive 15 minutes early.
- \* For an online course, log in to Pathways to launch the course.
- \* For a virtual instructor led course, login information will be provided.

**Accessibility:** Please direct requests for special accommodations to Isabel Cortez at least two weeks prior to the class date.

**No Show Policy:** In the event a student fails to attend any class in which he/she has enrolled without cancelling enrollment at least 5 business day(s) prior to the beginning of class, his/her agency will incur a "No-Show" Fee.

If you are no longer able to attend this training, please contact your training coordinator or cancel your enrollment.

For questions regarding this training, please contact Isabel Cortez at or [Isabel.Cortez@dgs.ca.gov](mailto:Isabel.Cortez@dgs.ca.gov).

This is an automatically generated notification. please do not reply.

**NOTE:** Registered Classes will appear under Your Action Items on the Homepage and on your Transcript Page as an Active course.

## Action Items

**DGS PATHWAYS**

Welcome, [User] to Pathways! Learn. Grow. Change. Repeat.

**Ready to master some skills?**  
Take your career to the next level!

[VIEW COURSES](#) [VIEW TRANSCRIPT](#) [VIEW YOUR PROFILE](#)

**Your Action Items**

	Due Date
View: Office Ergonomic Training for Trainers (Starts 1/18/2022)	None

**Your Interest & Waitlist Tracking**  
You have no waitlisted sessions.  
You have not indicated interest in any events.

**My Training**  
No Training Available

**Your Inbox**  
View Transcript (0 approved training selection(s))  
(Registered for 1 training selection(s))

## Transcript under Active

**DGS PATHWAYS**

Bio Transcript Actions Snapshot

Transcript: [User]

Use the transcript to manage all active training.

Active By Date Added All Types Search for training

Search Results (1)

<b>Office Ergonomic Training for Trainers (Starts 1/18/2022)</b> Due : No Due Date Status : Registered	<a href="#">View Training D...</a>
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